CLARITY CAPTERA™

USER MANUAL

iCRco

Foreword

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Captera Information

Please Enter the details of the Captera system here:

Serial Number: _____

Date Purchased: _____

Interface Type: USB 2.0

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Safety Information

Read and understand the installation and operating instructions before starting the Captera.

Conventions

⚠ DANGER A DANGER indicates an imminently hazardous situation which, if not avoided, will result in death or serious injury. This signal word is to be limited to the most extreme situations.
⚠ WARNING A WARNING indicates a potentially hazardous situation which, if not avoided, could result in death or serious injury.
⚠ CAUTION A CAUTION indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injury. It may also be used to alert against unsafe practices.
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Notice A NOTICE indicates either potential damage to hardware or loss of data and tells you how to avoid the problem.

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iCRco warrants that its QPC XSCAN32, Captera, and/or ClarityPACS software originally provided with any product will substantially conform to iCRco's specifications and that the media, not including hard drives, on which the software is furnished will be free from defects in materials and workmanship under normal use for a period of one (1) year from the date of original shipment from iCRco . iCRco's sole obligation under this warranty is limited to making reasonable efforts to ensure such conformity and to supply the consumer with a corrected version of the software as soon as it is practical after the consumer has notified iCRco of any non conformity. iCRco does not warrant that the operation of any software will be uninterrupted, glitch or error free or that functions contained in the software will operate in the combinations which may be selected for use by the user or meet the user's requirements. This limited software warranty will be void if the software is modified without the written approval of iCRco or is used outside of the recommended parameters or equipment. iCRco does not provide any warranty or support for any other software.

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This warranty is non-transferable and subsequent owners must contact iCRco to establish if the equipment is eligible for an extended warranty.

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Revision History

Revision	Author	Date	Notes
A	MS	2010-03-02	Initial Release

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1. System Requirements

1.1 Hardware Requirements

- 2.2 GHz CPU
- 1000 MHz Front Side Bus
- 2 GB RAM (4 GB recommended)
- 7200 RPM Disk

1.2 Software Requirements

Genuine Microsoft Windows Operating System:

WindowsXP, SP3 or Windows7 with Microsoft .NET 4 and Java Version 1.6 (or higher).

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2. Launching & Logging In

2.1 Logging In (Administrator Account)

After running the Installer, the User should double-click on the Captera short-cut on the desktop to open Captera.

Note The first User account created is the administrator account. The administrator account is able to access the program configuration dialog, create new Users, grant User privileges, and quit the application.

2.2 Logging In

1. In the *User Login* dialog, enter a User name and password.
   Note Alternatively, the User may select from a drop-down list of previously entered User names by clicking the arrow button on the right-hand site of the User name text field.
2. Click **Finish** to login.

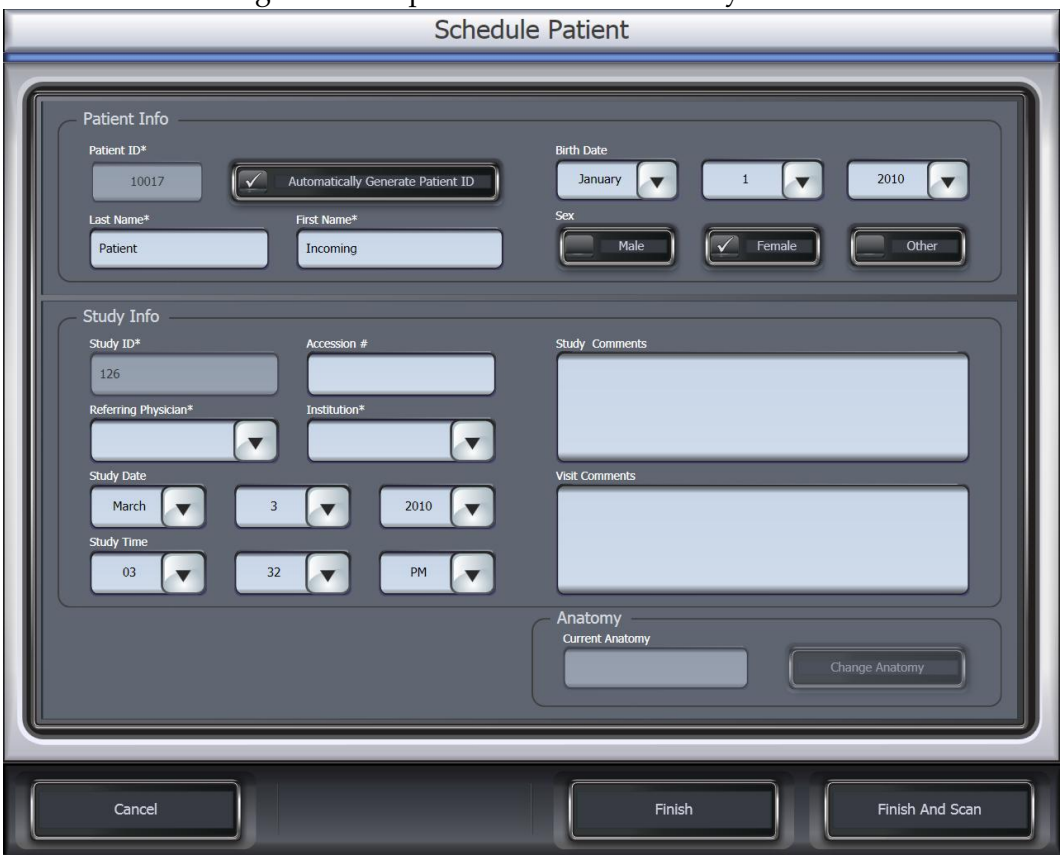
Figure 2.1: Captera's User Login Screen

3. Managing Patient Data

3.1 Creating Patients

1. From the *Patient List* window, click the **Schedule Patient** button.
2. Fill in the desired patient information.
   Note Last Name, First Name, Referring Physician, & Institution are required fields.
3. Click the **Finish** button to return to the *Patient List* window, or click the **Finish And Scan** button to begin the process of scanning an image.

Figure 3.1: Captera's Patient Data Entry Screen

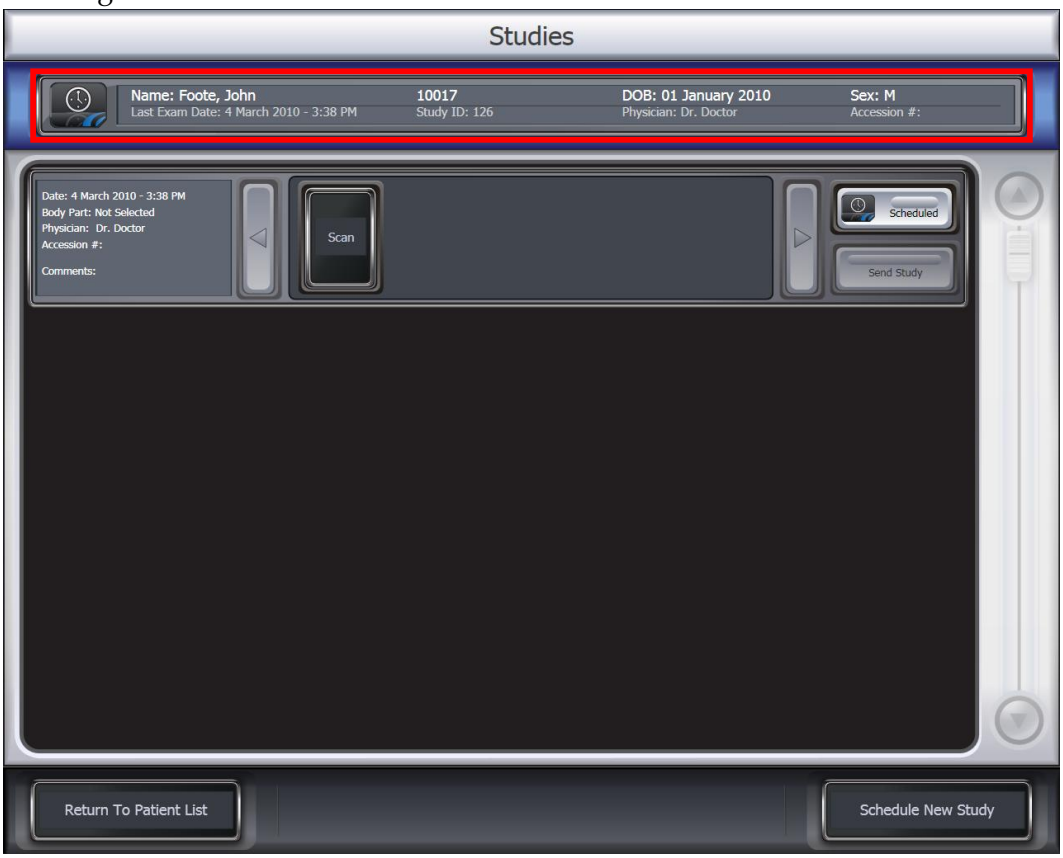


3.2 Editing Patient Information

1. Locate the desired patient in the *Patient List* window.
2. Click the desired patient's **Patient Information Bar**.

3. In the *Study Information* window, click the **Patient Information Bar** again.

Figure 3.2: Click the Patient Information Bar to edit Patient Information



4. Edit the desired information.
5. Click the **Finish** button to save the changes and return to the *Study Information* window.

3.3 Editing Study Information

1. Locate the desired patient in the *Patient List* window.
2. Click the desired patient's Patient Information Bar.
3. In the *Study Information* window, click the **Study Information Bar**.

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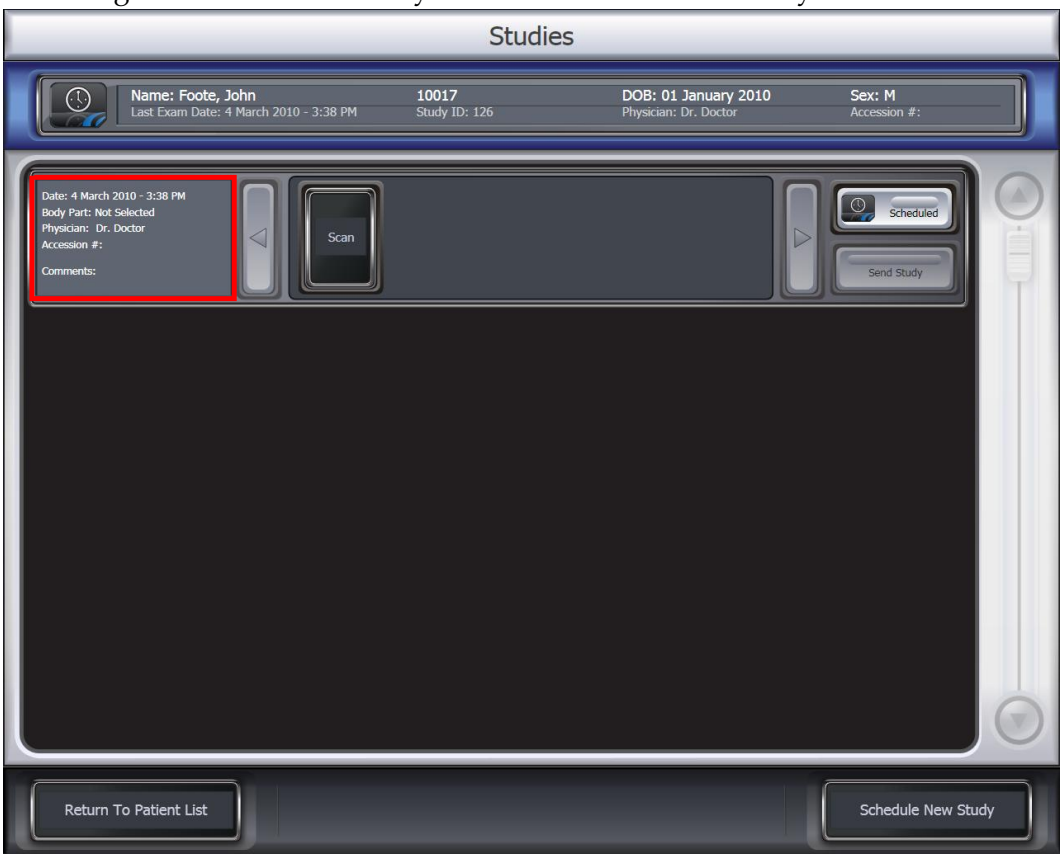
Figure 3.3: Click the Study Information Bar to edit study information



4. Edit the desired information.
5. Click the **Finish** button to save the changes and return to the *Study Information* window.

3.4 Removing Single Patients

Note A patient can only be removed if it contains NO studies.

1. From the patient list, select the patient to be removed.
2. In the *Study Screen*, click on the **Patient Information** bar to open the *Edit Patient* screen.
3. In the *Edit Patient* screen, click the **Remove Empty Patient** button.

   A conformation dialog box will open. To remove the patient, click **Yes**. If successful, the User will be returned to the *Patient List* window.

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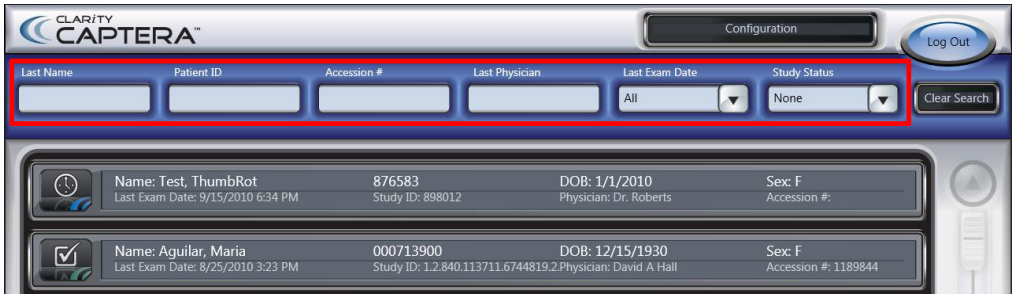
3.5 Querying a Worklist

Captera can be configured to automatically query a DICOM Modality Worklist Server (See Section 6.1.1 for more information on configuration). The worklist can then be queried by Last Name, Patient ID, Accession Number, Referring Physician, Exam Date, or Study Status. The query can be based on any of these fields or a combination of fields:

1. In the Worklist Query fields at the top of the Patient Information screen, enter the desired search criteria into the appropriate search boxes. For example, to query by Patient Name, enter part or all of the patient's name into the LAST NAME search box. To query by Accession Number, enter the Accession Number into the ACCESSION NUMBER search box.
2. To query by a combination of values, enter the desired search criteria into more than field.

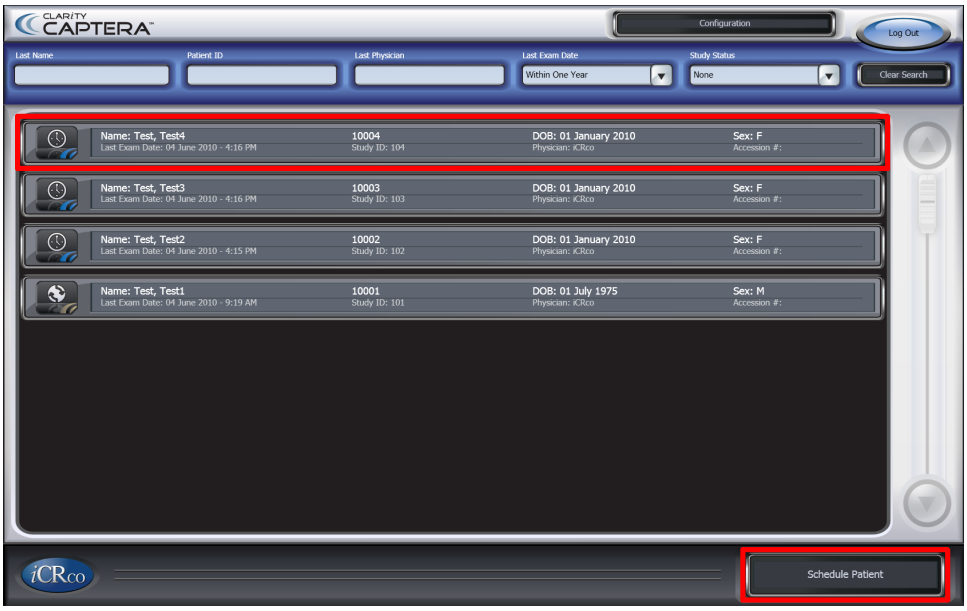


3. The results of the query will be displayed in the Patient Information List just below the search fields.

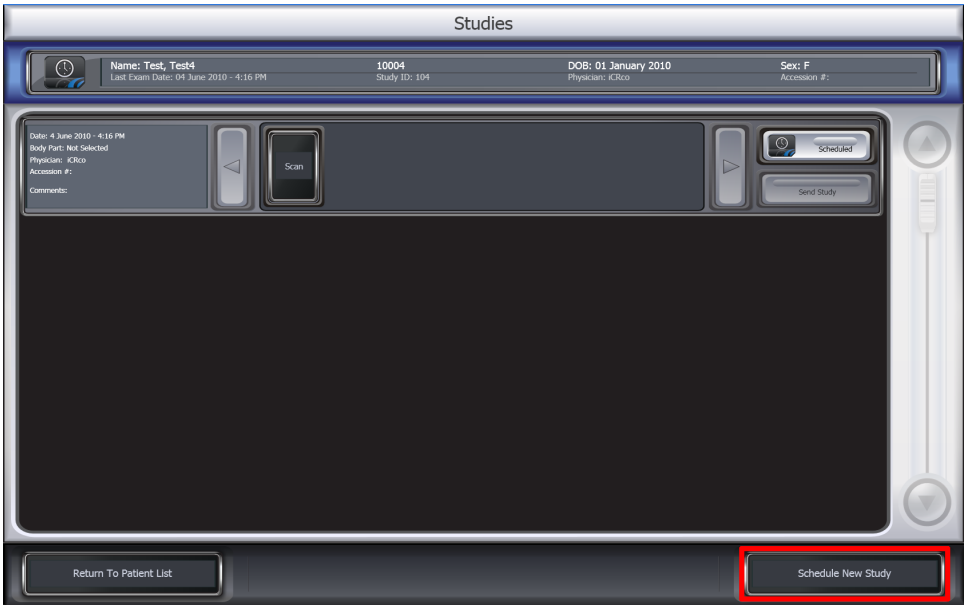
4. Acquiring an Image

4.1 Acquiring an Image

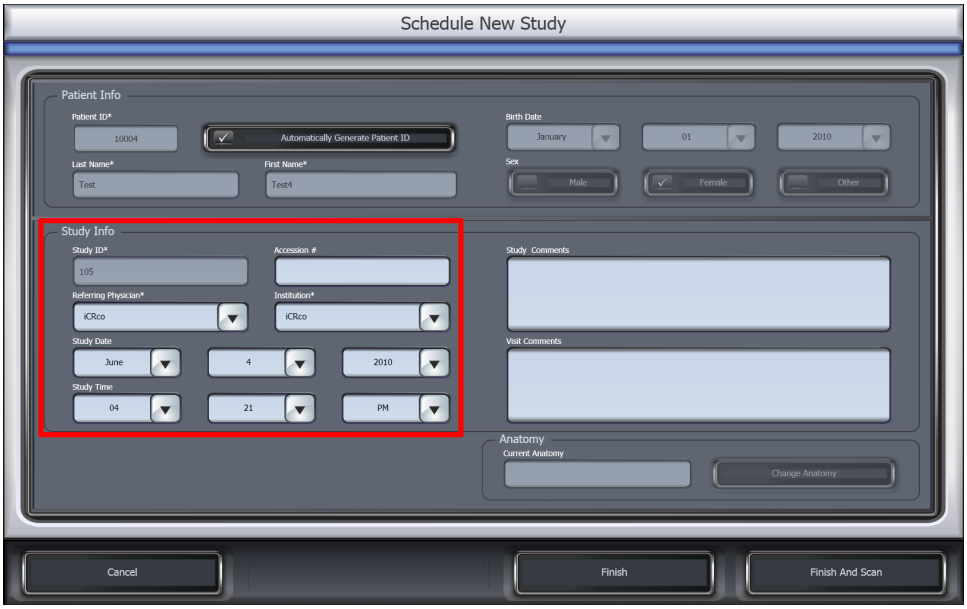
1. In the *Patient List* window, open the desired patient's **Patient Information Bar**. This will open the *Study Information* window, or click **Schedule Patient** and enter the patient information.



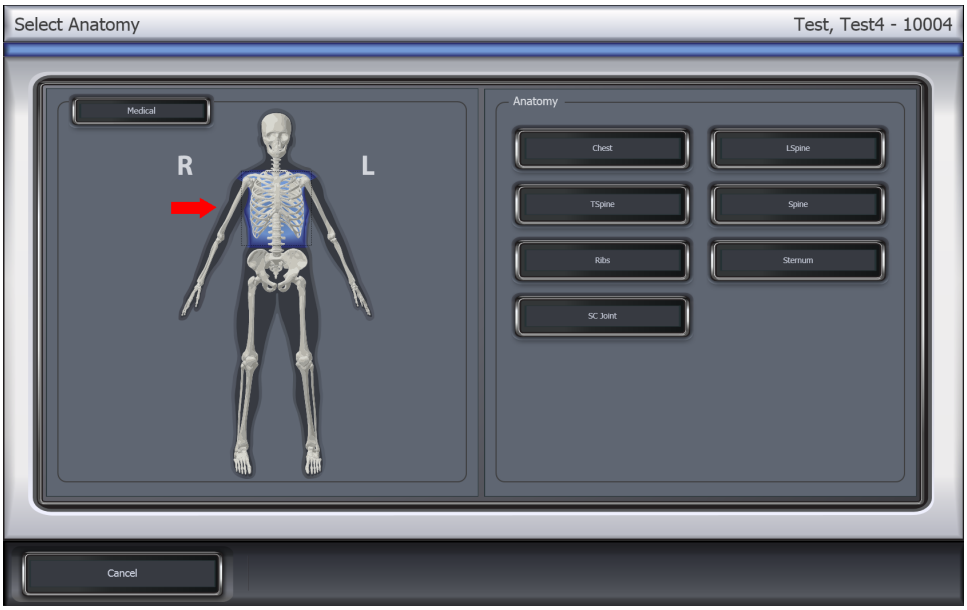
2. Create a new study by clicking the **Schedule New Study** button.



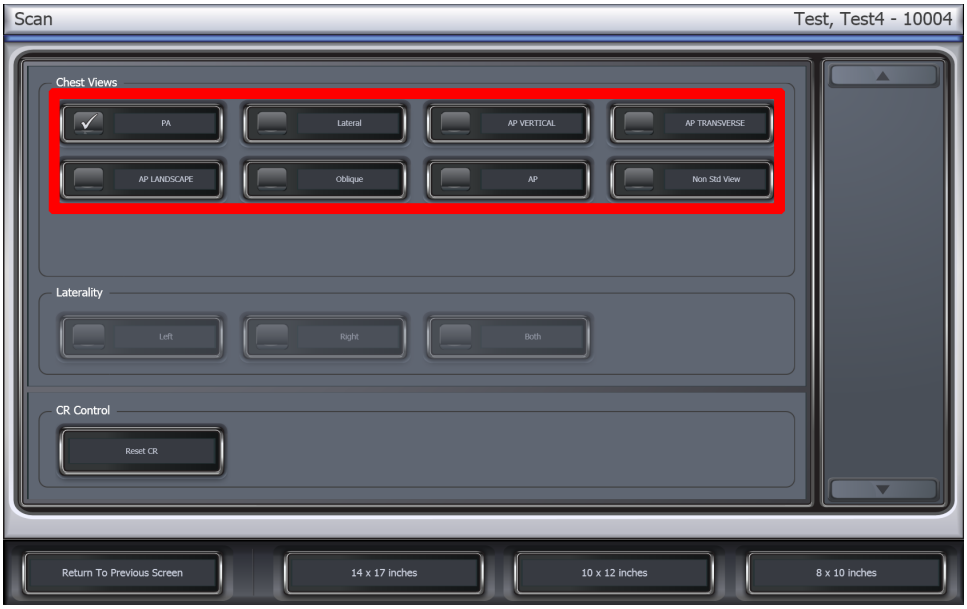
3. Enter the desired study information, then click the **Finish and Scan** button.



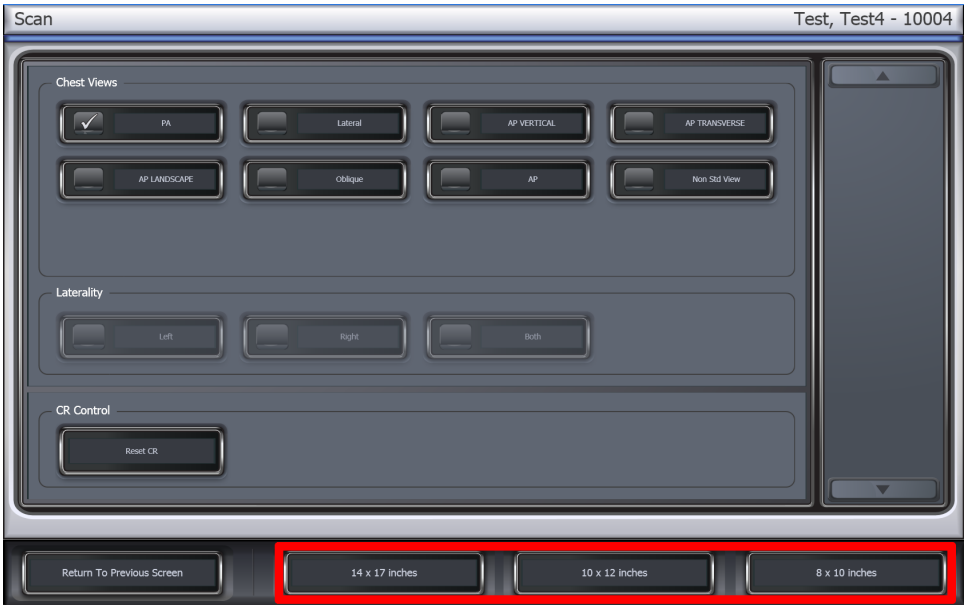
4. Select the region of the anatomy by clicking on the appropriate body region, then select the anatomy by clicking on the appropriate body part.



5. Select the appropriate view for the anatomy, then select the appropriate laterality, e.g., left or right if necessary.
   Note If the anatomy selected in the previous step does not require a laterality selection, the buttons for laterality will be grayed-out and not selectable. If this is the case, please skip to the next step.



6. Select the cassette size to begin scanning the cassette.



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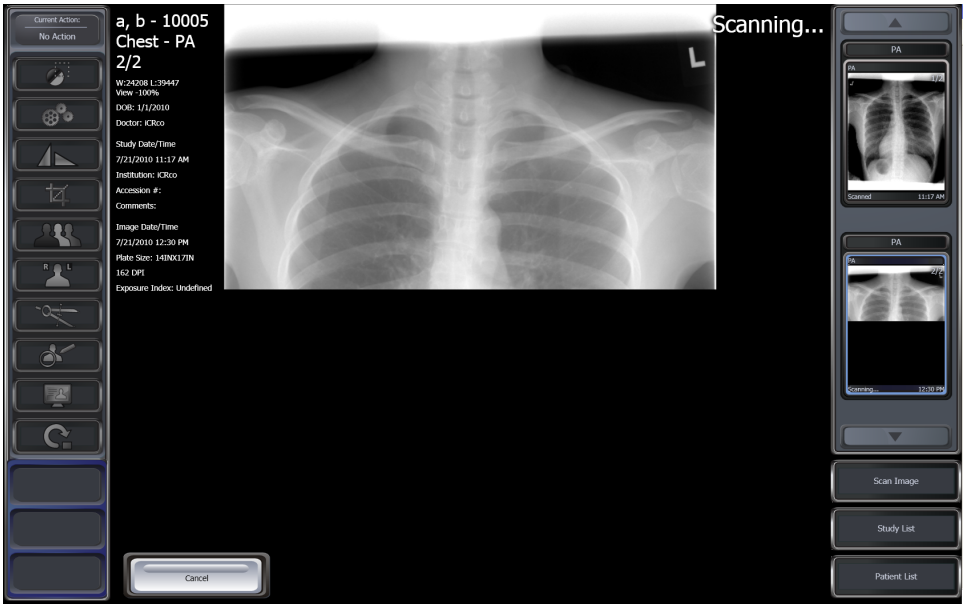
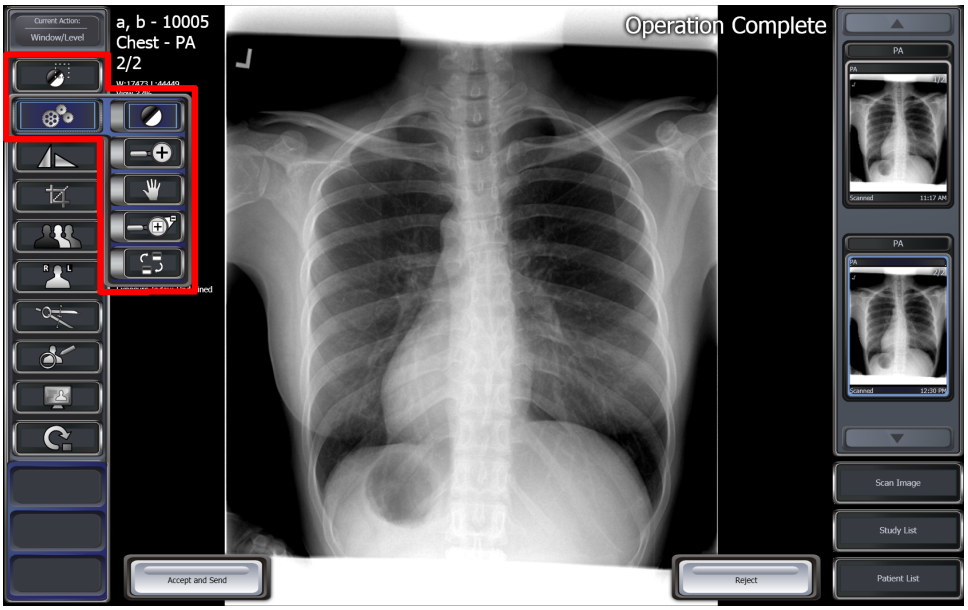
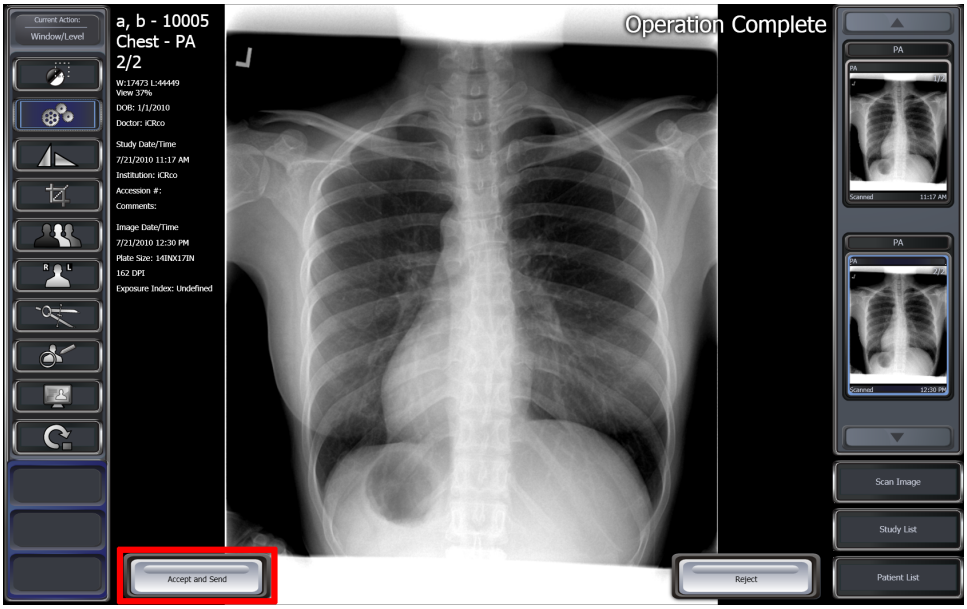
7. As the image is acquired, it will be displayed in the *Image Display* window.



8. When the image is finished scanning, make the desired manipulations and annotations. All Captera manipulation and annotation tools are selected in the Tools Menu Bar on the left side of the *Image Display* window. The Window/Level, Zoom, Pan, Zoom, and Crop tools are shown in the graphic below.



9. When the User is finished manipulating the image, click the **Accept** button in the lower, left-hand corner of the *Image Display* window. When the Accept button is clicked, it will save the current image manipulations and DICOM Send the image.



5. Tools & Processing

5.1 Image Manipulation Tools

All Captera image processing, manipulation, and annotation tools are selected in the Tools Menu Bar on the left side of the *Image Display* window.

5.1.1 Smart Box Window/Level

The Smart Box Window/Level tool allows the User to automatically adjust the brightness and contrast of the image with a user-selectable box. The optimal window/level settings will be determined by the user-defined selection. To use the Smart Box Window/Level tool, first select it from the pop-up menu on the left-hand side of the screen. Then mouse click and drag until the Smart Box is the desired size. Upon releasing the mouse button, the Window/Level setting will be automatically calculated. The User may resize the box at any time by selecting the Smart Box by one of the corners, and dragging to the desired size. The User may also move the Smart Box around the image to yield different Window/Level settings by clicking and dragging from the middle of the Smart Box. To hide the Smart Box and apply the settings, click the Smart Box button in the toolbar.

5.1.2 Window/Level

The Window/Level tool allows the User to adjust the brightness and contrast of the image. To use the Window/Level tool, first select it from the pop-up menu on the left-hand side of the screen. Then move the mouse over the image. Moving the mouse vertically while holding down the mouse button will adjust the brightness, while moving the mouse horizontally will adjust the contrast.

5.1.3 Zoom

The Zoom tool allows the User to alter the on-screen magnification level of the image. To use the Zoom tool, first select it from the pop-up menu on the left-hand side of the screen. Then move the mouse cursor over the image and move towards the top of the image to increase the zoom level, or towards the bottom of the image to decrease the zoom level.

5.1.4 Pan

The Pan tool allows the User to move the image to different positions on the screen. To use the Pan tool, first select it from the pop-up menu on the left-hand side of the screen. Then click and drag the image until the desired region is visible.

5.1.5 Magnify

The Magnify tool provides a small window that displays a region of the image at increased magnification. To use the Magnify tool, first select it from the pop-up menu on the left-hand side of the screen. Move the mouse over the desired region of interest, then click and hold the mouse button, and the region of interest will be magnified. While holding the mouse button, the User may drag the magnified box to different areas of the image.

5.1.6 Invert Image

The Invert Image tool allows the User to transpose the image data. To use the Image Invert tool, first select it from the pop-up men on the left-hand side of the screen. Then click the Image Invert button. The image data will be inverted.

5.1.7 Rotate Clockwise & Counter-Clockwise

The Rotate tools allow the User to rotate the image in 45° increments. To use the Rotate tools, first open the pop-up menu on the left-hand side of the screen. Then click either Rotate Clockwise or Rotate Counter-Clockwise until the desired rotation is achieved. A single mouse click on the Clockwise or Counter-Clickwise button will rotate the image 45°.

5.1.8 Flip Vertical & Horizontal

The Flip tools allow the User to invert the image, either horizontally or vertically. To use the Flip tools, first open the pop-up menu on the left-hand side of the screen. Then click either Flip Vertical or Flip Horizontal until the desired orientation is achieved.

5.1.9 Crop

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The Crop tools allows the User to discard unwanted information around the edges of the image (usually collimation). To use the Crop tool, first select it from the pop-up menu on the left-hand side of the screen. A green box will appear around the image. Click, hold, and drag the box to the desired size. Click the **Confirm Crop** button. The Crop tool will first copy the image, then apply the cropping to the new image,thus preserving the original image. The cropping will be applied.

5.1.10 ICE2 Processing

The ICE2 Processing allows the User to apply different image enhancements to the image. By default, every image receives *Standard* processing. If the Standard processing is not adequate, the User may reprocess the image to suite their needs. The *Soft* process will yield a more "film-like" image, i.e., finer tonal gradation with less sharpness, while the *Sharp* process will yield an image with more contrast and greater edge sharpness. To use ICE2 Processing, first open the pop-up menu on the left-hand side of the screen. Then click the desired processing button. Depending on the computer speed, the process may take a minute. The progress is shown in the image thumbnail on the right-hand side of the screen (while the image is being processed, it will say "processing" in the lower, left-hand corner of the image thumbnail).

5.1.11 CR Markers

CR Markers allow the User to place an *l* or *l* marker on the image to indicate the laterality. To use a CR Marker, first open its pop-up menu from the left-hand side of the screen. Then click where the marker should be. There are three different sizes of marker. The User may toggle through the size by clicking on the marker again. At any time, the User may click, hold, and drag to reposition the marker.

5.1.12 Measurement

The Measurement tool allows the User to draw a line with a linear measurement on the image. To use the Measurement tool, first select it from the pop-up menu on the left-hand side of the screen. Then click, hold, and drag out the measurement line to the desired length and position. Release the mouse button when the measurement line is sufficient. The measurement will appear next to the line.

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5.1.13 Angle

The Angle tool allows the User to draw an angle with the interior measurement on the image. To use the Angle tool, first select it from the pop-up menu on the left-hand side of the screen. Then click, hold, and drag out the first leg of the angle to the desired length and position. Release the mouse when the first leg is sufficient. Click the mouse again at the point where the second leg of the angle should end. The second leg of the angle will be drawn and the measurement displayed at the vertex. At any time, the User may click the end of either leg or the vertex and readjust the position of the angle.

5.1.14 Cobb Angle

The Cobb Angle tool allows the User to draw a Cobb Angle with an angle measurement on the image. To use the Cobb Angle tool, first select it from the pop-up menu on the left-hand side of the screen. Then click, hold, and drag out the first line of the Cobb Angle to the desired length and position. Release the mouse button when the length and position are sufficient. For the second line of the Cobb Angle, click, hold and drag out the line. Release the mouse button when the length and position is sufficient. At any time, the User may click the end of either line and readjust the position of the angle.

5.1.15 Center Point

The Center Point tool allows the User to define two points on the image, with a third point the center mark. To use the Center Point tool, first select it from the pop-up menu on the left-hand side of the screen. Click once where the first point should be and once where the second point should be. A third point will appear marking the center point on the line. At any time, the User may select either end point and readjust the position.

5.1.16 Heart to Lung Ratio

The Heart to Lung Ratio tool allows the User to measure the heart to lung ratio on an image. To use the Heart to Lung Ratio tool, first select it from the pop-up menu on the left-hand side of the screen. Then click, hold, and drag out the first line of the Heart to Lung Ratio to the desired length and position. Release the mouse button when the length and position are sufficient. For the second line of the Heart to Lung Ratio, click, hold and drag out the line. Release the mouse button when the length and position is sufficient. At any time, the User may click the end of either line and readjust the position.

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5.1.17 Units of Measurement

The Units of Measurement allow the User to toggle the displayed unit of measurement between inches, millimeters, and pixels. To change the unit of measurement, open the pop-up menu on the left-hand side of the screen. Then click the desired unit of measurement. The unit of measurement will change to reflect the selection.

5.1.18 Erase Annotation

The Erase Annotation tool allows the User to erase a single annotation at a time. To erase an annotation, first select it, then click **Erase Selected** button from the pop-up menu on the left-hand side of the screen.

5.1.19 Erase All Annotations

The Erase All Annotations tool allows the User to erase all annotations made on an image. To erase all annotations, click **Erase Selected** button from the pop-up menu on the left-hand side of the screen.

5.1.20 Arrow

The Arrow tool allows the User to draw an arrow on the image. To use the Arrow tool, first select it from the pop-up menu on the left-hand side of the screen. Then click, hold, and drag out the arrow to the desired length and position. Release the mouse button when the arrow is sufficient.

5.1.21 Text Annotation

The Text Annotation tool allows the User to write text on an image. To use the Text Annotation tool, first select it from the pop-up menu on the left-hand side of the screen. Then click in the where the text should appear on the image and enter the desired text. Press the Enter key to finalize the entered text.

5.1.22 Pre-defined Text Annotation

The Pre-defined Text Annotation tool allows the User to apply pre-set text to the image. To use the Pre-defined Text Annotation tool, select it from the pop-up menu on the left-hand side of the screen, then select the desired pre-defined text. Click in the desired location on the image, and the pre-defined text will be applied.

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5.1.23 Line

The Line tool allows the User to draw a line on the image. To use the Line tool, first select it from the pop-up menu on the left-hand side of the screen. Then click, hold, and drag out the line to the desired length and position. Release the mouse button when the line is sufficient.

5.1.24 Extended Line

The Extended Line tool allows the User to draw a line on the image that extends all the way through the image. To use the Extended Line tool, first select it from the pop-up menu on the left-hand side of the screen. Then click, hold, and drag out the line to the desired position. Release the mouse button when the line is sufficient. A line will be drawn all the way through the image.

5.1.25 Hide/Show Annotations

The User may hide or show all annotations on the image. To hide all annotations, first open the pop-up menu on the left-hand side of the screen. Then click the Hide/Show Annotations button. The annotations will no longer be visible. To make the annotations visible again, click the Hide/Show Annotations button.

Note If annotations are hidden, no new annotations can be made on the image. To make a new annotation, make sure the annotations are not hidden.

5.1.26 Information Overlay

The Overlay tool allows the User to show/hide the patient information associated with the image currently being viewed. To use the Overlay tool, first open the pop-up menu on the left-hand side of the screen. Then click the Overlay button until the desired amount of patient information is displayed on screen.

5.1.27 Frequently Used Tools

The bottom section of the Tool Bar is reserved for frequently used tools. This gives the User quick access to the tools most used in the workflow.

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6. Configuration

6.1 Configuration

The *Configuration* window contains all of Captera's preference & User settings.

Note Only Users with Administrative privileges can access the *Configuration* window.

Figure 6.1: Captera's Configuration Screen

6.1.1 DICOM

The *DICOM* tab holds all the DICOM target information, as well as configuration settings for DICOM Modality Work List Query and DICOM Auto-Send.

DICOM Setup

The *DICOM Setup* tab contains a list of AET's known to Captera. From the *DICOM Setup* tab the User may add, remove, edit, and test AETs using the appropriate button.

Work List Inputs

The *Work List Query* tab allows the User to easily set DICOM Modality Work List Query. Check the box next to the desired AET, then choose the query interval.

Auto Send Targets

The *Auto Send Targets* tab allows the User to easily set DICOM Auto Send. Check the box next to the desired AET, and when an image is accepted, it will be automatically send to the checked target(s).

Pending

The *Pending* tab provides the User with a list of files that have been scheduled to DICOM Send, but have not actually been sent yet. This is only a list of files, the User may not interact with anything on this tab.

To DICOM Send, ensure the computer has the proper network connection and the *Auto Send Targets* tab has been correctly configured.

6.1.2 Device Settings

The *CR Settings* tab allows the User to specify the scanner model attached to the computer system, the specification of the spot size for normal and high resolution scans, enable demo scans, deep erase IP Plates, and provides access to the hardware EEPROM dialog.

For this Device

This drop-down menu allows the User to select the scanner model.

Plate Size and Spot Size

Each plate size can hold it's own spot size settings for both normal and high resolution scans.

To set a plate and spot size:

1. Select the desired plate size from the *Plates sized* drop-down menu.
2. Select the desired spot size for both normal and high resolution using the *Spot Size* drop-down menus.
3. Click the **Close and Accept** button to save the changes.

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CR Settings

Notice Only *i*CRco certified technicians should alter the CR Settings. Entering improper values may damage the hardware.

The *CR Settings* allows the User to view the Exposure Index information (System Speed, Alpha, and Mu values).

The *Advanced* button reads in the settings from the scanner's EEPROM, and allows the User to edit these values.

Demo Settings

Turning on the *Enable Demo CR* option will allow the User to "scan" an image without a scanner attached to the computer. An image from the demo images library will appear when scanned.

Turning on the *With CR Motor* option will also the user to "scan" in demo mode a with a scanner attached. The scanner will then run the motor, but will not acquire an image from the plate; instead it will use an image from the Demo images library.

Condition Plate

Allows the User to perform a "deep erasure" of the IP Plate.

6.1.3 X-ray Tubes

The *X-ray Tubes* tab allows the User to specify the model of X-ray tubes attached to the system. Current options are *Sedecal Stationary* or *Sedecal Portable*. The COM Port of the attached X-ray tubes may also be specified.

The *Exposure Count* displays the total number of scans made on the system.

6.1.4 Settings

Data Representation

The bit-depth of the DICOM file when it is DICOM sent or exported out of Captera. Current options are: 16, 12, 10, or 8 bit.

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Look Up Table Type

The type of Look Up table that is embeded in the DICOM file when it is DICOM sent or exported out of Captera. Current options are: Linear or Sigmoid. If Sigmoid is selected the DICOM Value-of-Interested Look-Up-Table (VOI LUT) entries are generated and stored in the DICOM header.

Data Conversion Clipping Level

The level of noise removed from the data when the 16-bit data is scaled to a lower bit resolution (using the Data Representation drop-down menu). A lower number means more noise will be included when the data is scaled. A higher number means that some useful information will be clipped when the data is scaled. Only a certified *i*CRco Applications Specialist should adjust this parameter.

Language

Sets the language of the User interface. Current supported languages are: Chinese, English, Hindi, Russian, and Spanish.

Default Unit System

Sets the units of measurement for the measurement tools. Supported units of measurement are: Imperial and Metric.

Maximum Zoom Value

Sets the maximum value for the Zoom tool. Options are: 100%, 200%, or 400%.

Magnification Box Size

Sets the size of the Magnification tool as a value of total viewable size. Options are: $\frac{1}{6}$, $\frac{1}{4}$, $\frac{1}{3}$, or $\frac{1}{2}$.

Graphics Acceleration

Controls whether the graphics rendering is done by the software or the video card. If the User notices problems with the display of the graphics, this option should be disabled.

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On-Screen Keyboard

Toggles Captera's built-in, on-screen keyboard.

Auto Sort Patients

Automatically sorts patients within the selected date range. Available date ranges are: Within One Year, Within One Month, Within One Week, Yesterday and Today, or Today.

Imaging Domain

Sets the scan interface for Medical (general radiography), Mammography, Veterinary (small animal), or Equine.

Launch Applications Interface

The *Applications Interface* allows the User to define custom anatomy projects and specify per-anatomy processing levels.

6.1.5 Text Annotations

The *Text Annotations* tab allows the User to add a list of terms that can be automatically chosen when making a text annotation on the image.

To add an annotation, click the **Add** button, enter the desired term, then click the **Finish** button.

To remove a term from the list, check the check box next to the desired term, then click the **Remove** button.

6.1.6 Defaults

The *Defaults* tab allows the User to predefine the Referring Physician and Institution names, so that when the User is scheduling a patient, the only action needed is selecting the desired Referring Physician and Institution name, instead of having to manually enter the names each time.

Adding a Referring Physician/Institution

1. Navigate to *Configuration* → *Defaults* tab.
2. Click the **Add** button in either the *Referring Physician* or *Institution* section.

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3. Enter the desired name.
4. Click the **Finish** button.

Removing a Referring Physician/Institution

1. Navigate to *Configuration* → *Defaults* tab.
2. Select the desired information to remove by click the checkbox next to the name.
3. Click the **Remove** button in the appropriate section.

Setting a Default Referring Physician or Institution

1. Check the box next to the desired default name.
2. Click the **Set** button. The entry will be set as the default selection.

6.1.7 Users

The *Users* tab allows an administrative User the right to add/manage User names and passwords for accessing the Captera application.

The *Require Login* toggles the User Login box functionality. If users must authenticate before using Captera, turn this feature on. If user accounts are not desirable, turn this feature off.

Adding a User Account

1. Open Captera.
2. Login with the appropriate User name and password.
3. Click the **Configuration** button in the lower, left-hand corner of the *Patient Information* window.
4. Enter the appropriate password to access the configuration settings.
5. Click on the *Users* tab.
6. Click on the **Add** button. The *Add User* dialog will pop-up.
7. Enter the desired User name and password (the password will need to be entered twice, once in the *Password* text field, and again in the *Confirm Password* text field), then click the **Finish** button.
8. If the new User account is to have administrative privledges, select the button **Allow Access To Configuration Settings**.

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9. The new User account will be created & ready to use.

Changing a User's Password

1. Open Captera.
2. Login with the appropriate User name and password.
3. Click the **Configuration** button in the lower, left-hand corner of the *Patient Information* window.
4. Enter the appropriate password to access the configuration settings.
5. Click on the *Users* tab.
6. Select the User account to modify by selecting the desired User account from the list.
7. Click the **Change Password** button. The *Change Password* dialog will pop-up.
8. Enter the new password in the *Password* text field, then enter the new password again in the *Confirm Password* text field, & click the **Finish** button.
9. The User's password will be changed & ready to use.

Removing a User Account

1. Open Captera.
2. Login with the appropriate User name and password.
3. Click the **Configuration** button in the lower, left-hand corner of the *Patient Information* window.
4. Enter the appropriate password to access the configuration settings.
5. Click on the *Users* tab.
6. Select the User account to remove by selecting the desired User account from the list.
7. Click the **Remove** button. The *Remove User* dialog will pop-up.
8. Confirm the removal of the User account by clicking **Yes** in the *Remove User* dialog.
9. The User account will be removed.

6.1.8 About

The *About* tab provides the User with more information about the Captera software, including the software version number and the approximate date of the software warranty expiration.

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6.1.9 Quit

The *Quit* tab provides a button allowing the User to exit & close the Captera application.

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7. Printing

7.1 Entering Print Mode

Before entering Print Mode, the User must select the correct images and add the desired annotations. The User can then enter Print Mode from the **Study Screen** by clicking the **Send Study** → **Print Study** button. The Print tool will open.

7.2 Image Layout and Annotations

Annotations are performed in Captera's Image Manipulation window. The image annotations are then automatically transferred over when the Print button is clicked.

7.3 Print Workflow

1. Open the desired patient from the Worklist.
2. Use the **Layout Manager** to layout the images as desired.
3. Perform the desired image manipulations (Window/Level, crop, zoom, etc.)
4. Click the **Print** button to enter Print Mode.
5. Select the desired printer, film size, film type, and orientation.
6. Set the desired number of copies.
7. If the desired annoations are different from the defaults, set the desired annotations by clicking the **Annotation Menu** button and choosing the desired options.
8. Click the **Preview** button to ensure that the image layout is correct.
9. Click the **Print** button to print the films.

   When the images have been sent to the printer, Print Mode will close.

7.4 Print Options

After entering Print Mode the User can access the Print toolbar which allows the User to choose the Print Options.

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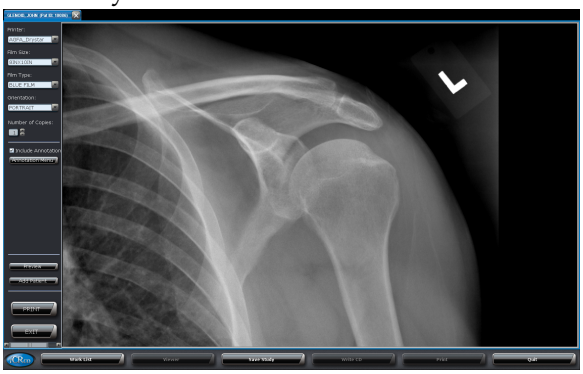
Figure 7.1: Clarity Elements DICOM Print Tool's Print toolbar



In the Print toolbar, the User can:

1. Select the printer to use.
2. Select the film size.
3. Select the film type.
4. Select the film orientation (landscape or portrait).
5. Select the number of copies to print.
6. Turn on/off annotations.
7. Select which annotations to include on the film (if the User needs to include or exclude options different from the defaults).
8. Preview the print job.
9. Add a different patients' image to the same film.
10. Print the film(s).
11. Exit Print Mode.

7.4.1 Annotation Menu

The User can configure the which annotations to include on the film by clicking the **Annotation Menu** button in the Print toolbar.

Click the **Apply** button to save the default print options.

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Figure 7.2: Print Tool's Annotation Menu

From here, the User can:

- Choose which Film/Patient and Image Annotations to include.
- Choose the order in which Annotations are printed.
- Choose the position of the Annotations (top or bottom; left, center, or right).
- Choose the font size (extra small, small, medium, larger, or extra large).

7.4.2 Using the Image Index

The Image Index feature is used to print multiple images from a series, over multiple films, in a user-definable layout.

The Image Index dialog box appears in the upper left and lower right-hand corners of the image when in Print Mode and a series with multiple images is selected (See Figure 7.3).

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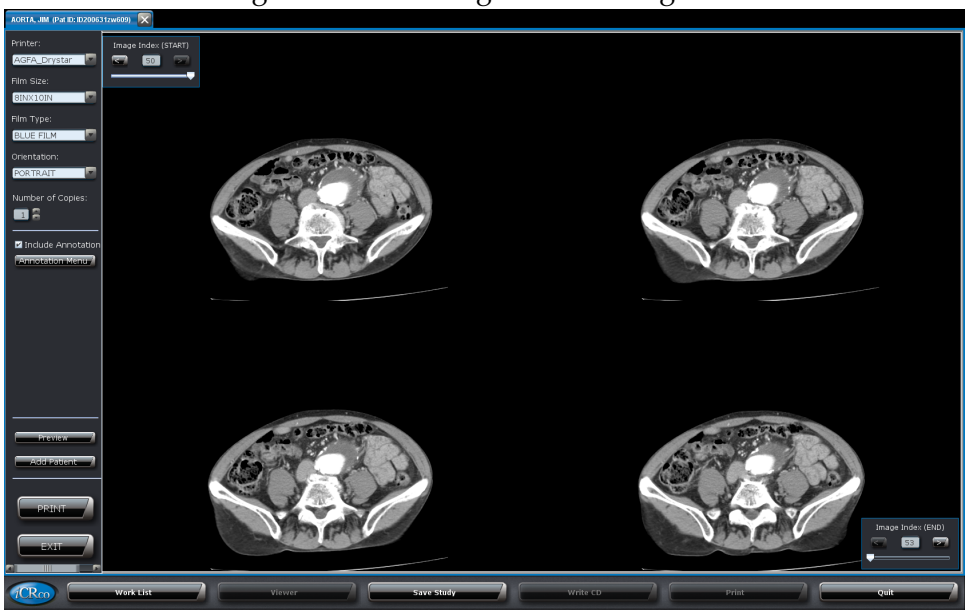
Figure 7.3: The Image Index dialog boxs



Example Usage

The series to print is a CT series with 16 images. The Physician has indicated that the series should be printed with four image per film. To print this series using the Image Index feature:

1. Open the series.
2. Use the Layout Manager to change the image layout to four (4) viewing panes.
3. Click the **Print** button to enter Print Mode.
4. Ensure the **Image Index (START)** is set to one (1) and **Image Index (END)** is set to 16.
5. Click the **Preview** button to preview the print job.
6. Move the Print Preview slider to the right to ensure all image have been laid out properly. In the print preview, there should be four films with four images per film.
7. Click the **Print** button to print the films.

7.5 Configuring Default Print Options

The User can configure the default print options by going to **Configure** → **Printing**.

Click the **Apply** button to save the default print options.

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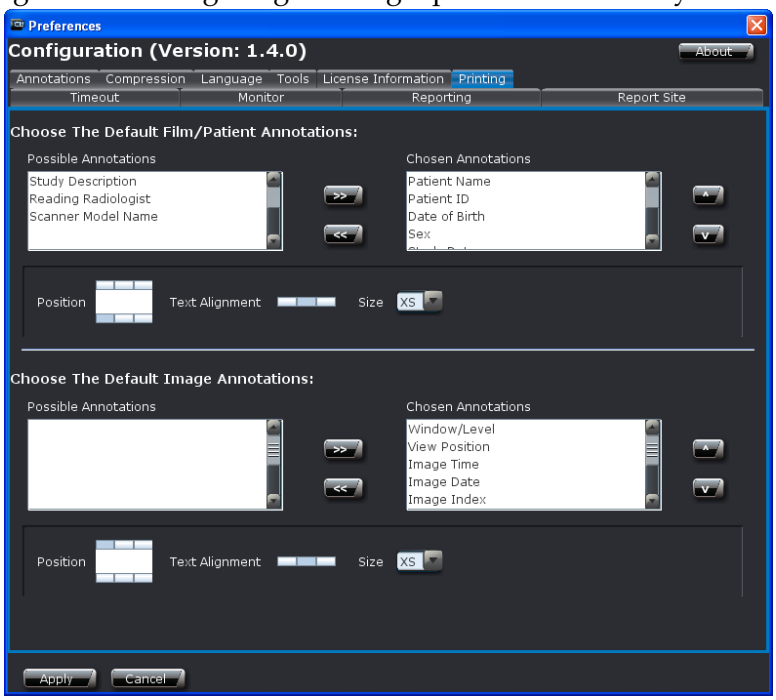
Figure 7.4: Configuring Printing Options in the Clarity Viewer



From here, the User can:

- Choose which Film/Patient and Image Annotations to include.
- Choose the order in which Annotations are printed.
- Choose the position of the Annotations (top or bottom; left, center, or right).
- Choose the font size (extra small, small, medium, larger, or extra large).

7.6 Printing Multiple Patients per Film

The User can print more than one patient per film by using the **Add Patient** button (Figure 7.5) in the Print toolbar.

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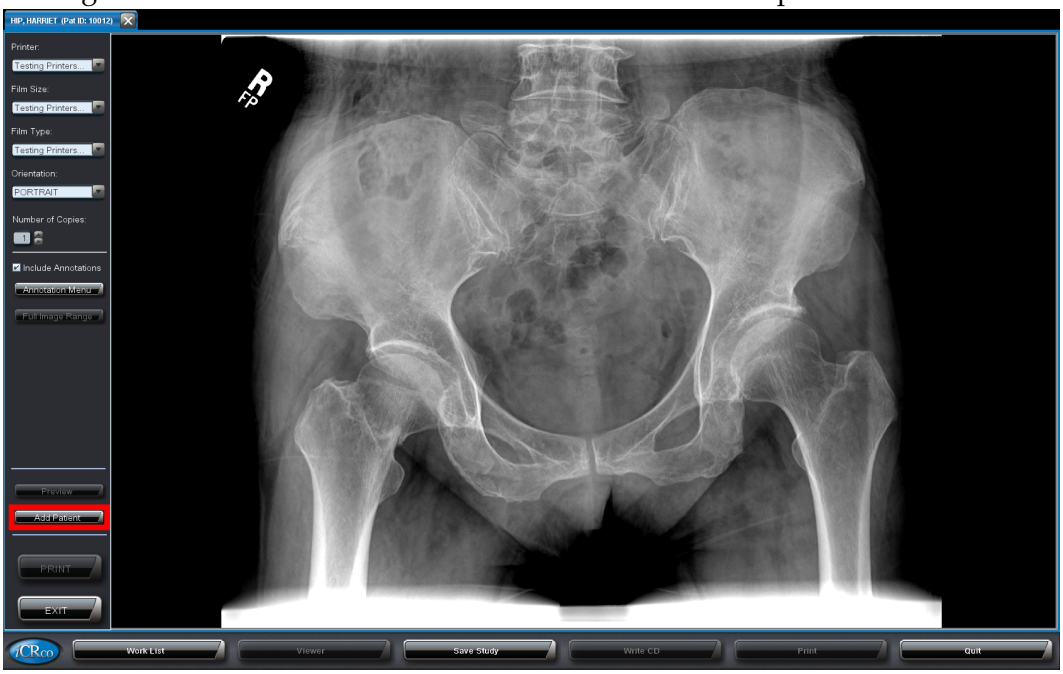
Figure 7.5: Click the **Add Patient** button to add another patient to the film



1. Enter Print Mode by clicking the **Print** button.
2. In the **Print** toolbar, click the **Add Patient** button.
3. Locate the patient to add:
   - If the patient's study is already open in a tab, navigate to the tab, then click the **Add Patient to Print** button.
   - If the patient's study is not open, navigate to the **Work List**, open the desired patient, then click the **Add Patient to Print** button.
4. Click the **Preview** button in the Print toolbar to confirm the print layout.
5. Click the **Print** button to print the images.

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A. Appendix

A.1 Installing USB Drivers

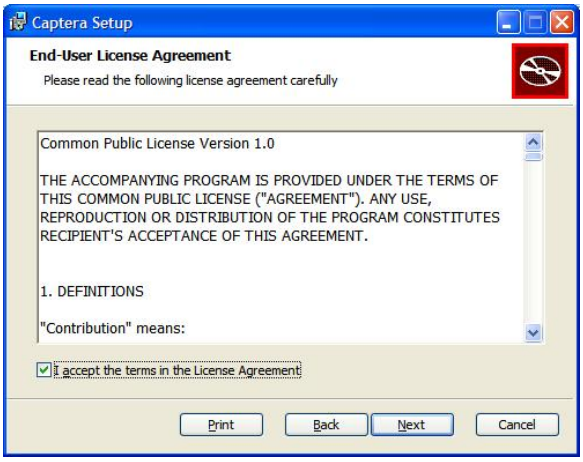
USB drivers for *i*CRco hardware are installed automatically with the installation of Captera.

A.2 Installing Captera

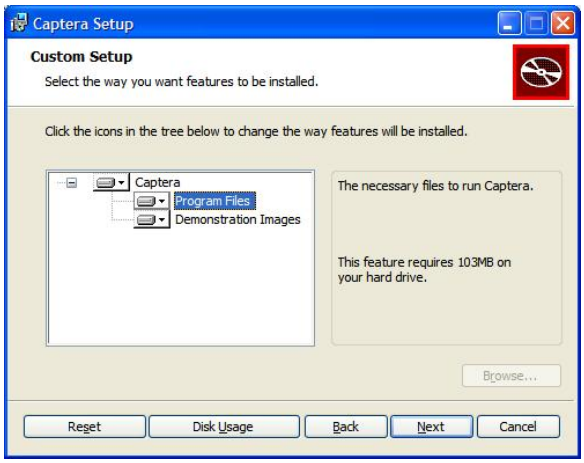
1. Insert the media containing the Captera installing in the computer.
2. Double click **Setup.exe** to begin the installation process.
3. Click **Next** at the Welcome screen.

Captera Setup
Welcome to the Captera Setup Wizard
The Setup Wizard allows you to change the way Captera features are installed on your computer or to remove it from your computer. Click Next to continue or Cancel to exit the Setup Wizard.
Back
Next
Cancel

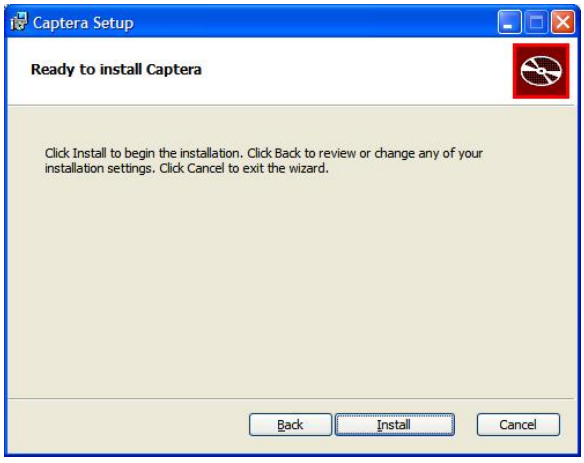
4. Check the box next to *I accept the terms in the Licence Agreement*, then click **Next** to continue.


Captera Setup
End-User License Agreement
Please read the following license agreement carefully
Common Public License Version 1.0
THE ACCOMPANYING PROGRAM IS PROVIDED UNDER THE TERMS OF THIS COMMON PUBLIC LICENSE ("AGREEMENT"). ANY USE, REPRODUCTION OR DISTRIBUTION OF THE PROGRAM CONSTITUTES RECIPIENT'S ACCEPTANCE OF THIS AGREEMENT.
1. DEFINITIONS
"Contribution" means:
I accept the terms in the License Agreement
Print
Back
Next
Cancel

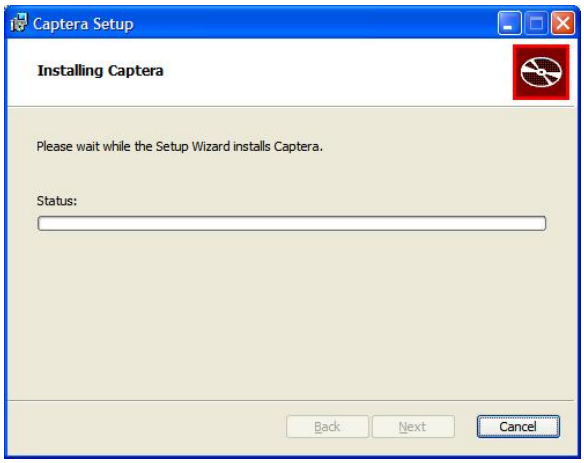
5. Click **Next** at the Custom Setup screen to continue.



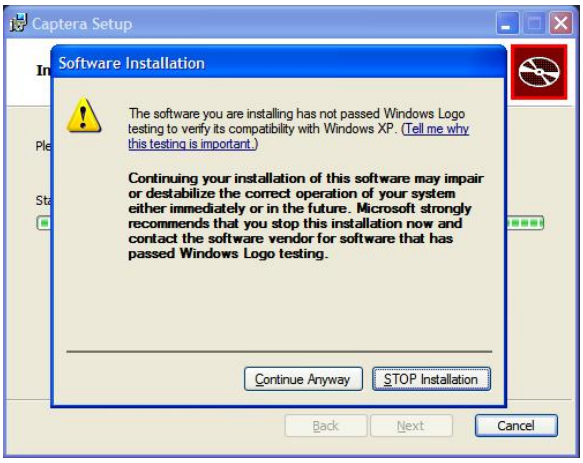
6. Click **Install** to begin the installation.


Captera Setup
Ready to install Captera
Click Install to begin the installation. Click Back to review or change any of your installation settings. Click Cancel to exit the wizard.
Back
Install
Cancel

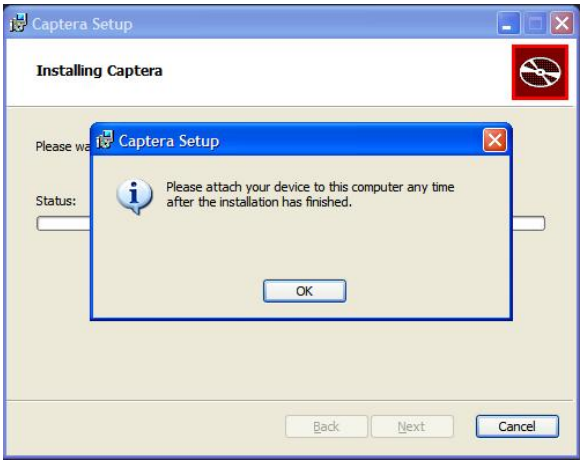
7. Please be patient while Captera installs. Depending on the speed of the computer and available RAM, this process could take a few minutes.



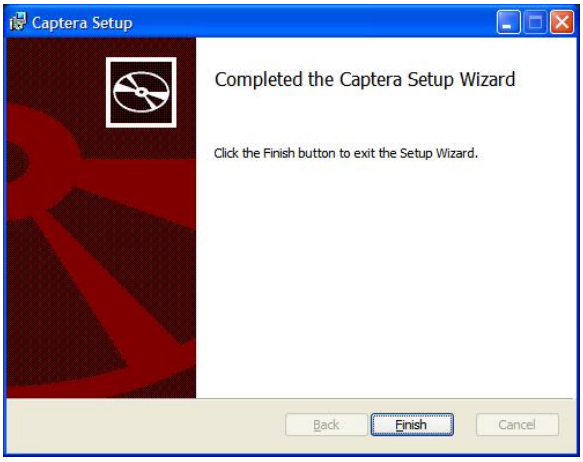
8. Click **Continue Anyway** if prompted by the Windows compatibility wizard.


Captera Setup
Software Installation
The software you are installing has not passed Windows Logo testing to verify its compatibility with Windows XP. (Tell me why this testing is important.)
Continuing your installation of this software may impair or destabilize the correct operation of your system either immediately or in the future. Microsoft strongly recommends that you stop this installation now and contact the software vendor for software that has passed Windows Logo testing.
Continue Anyway
STOP Installation
Back
Next
Cancel

9. Click **Ok** at the Captera device attachement dialog.



10. Click **Finish** to finish the Captera installation.



A.3 Removing All Patients

Notice Once removed, patient data is not recoverable. Perform a back-up before removing any patient data.

A.3.1 Showing Hidden Files and Folders in Windows

Note The following instruction is applicable to both Windows XP and Windows 7.

1. Open *My Computer*, then click on **Folder Options**.
2. In the *Folder Options* dialog, select the **View** tab.
3. Check the box labeled *Show hidden files and folders*, then click the **OK** button.

1. Ensure that Hidden Files and Folders are viewable, as cover in Section A.3.1.
2. Navigate to the ***i**CRco Captera* folder.
   - On Windows XP, the path is

     `C:\Documents and Settings\All Users\Application Data\iCRco Captera\`
   - On Windows 7, the path is `C:\Program Data\iCRco Captera\`
3. In the ***i**CRco Captera* folder, delete the folders **CapteraPatients** and **CapteraStudies**, and all the content of both folders.

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